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Secretariat

16 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Honours, gifts or renumeration from outside sources**

1. The purpose of the present circular is to inform staff members of the Organization's policy on the acceptance of honours, gifts or remuneration from outside sources.

2. Given the importance attributed by the Organization to the requirement that staff are, and are perceived to be, independent and impartial, staff members are reminded that they may not accept any honour, decoration, favour, gift or remuneration from any Government. This rule applies whatever the reason for the award, even if the award is unrelated to the staff member's service with the Organization.

3. However, if refusal of an unanticipated honour, decoration, favour or gift from a Government should cause embarrassment to the Organization, the staff member may receive it and should immediately thereafter entrust it to the Secretary-General. Remuneration from a Government, however, must always be refused.

4. With respect to acceptance of similar items from a non-governmental source, the prior approval of the Secretary-General is required. Approval is granted only in cases where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. Staff members are reminded that they may occasionally accept, without prior approval, minor gifts of essentially nominal value provided that such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

5. Staff members may also be authorized to accept from a non-governmental source or university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items.

6. Staff members, as part of their official functions, may be expected from time to time to attend Government or other functions such as meals and diplomatic

* The present circular will be in effect until further notice.

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receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

7. Staff members authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source may receive from the corresponding entity accommodation, travel and subsistence allowance generally in line with that payable by the United Nations. When subsistence allowance is received from such external sources, the travel subsistence allowance normally provided by the Organization is reduced.